Tournament Management System

User Guide

DOCUMENT REVISIONS LOG
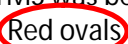
Author	Version	Date	Description
Tony Stewart	0.1	15-May-2013	initial kick at cat
Tony Stewart	0.2	1-Jun-2013	add detail to existing sections; add most of **Match** section
Tony Stewart	0.3	6-Jun-2013	add detail, new features; re-order to match workflow better
Tony Stewart	1.0	10-Jun-2013	first official version, for World League Semi-Finals
Tony Stewart	1.1	17-Jun-2013	add details for shootout and streamlined time-on-pitch
Tony Stewart	1.2	18-Jun-2013	change publishing procedure for Lineups in 5.1.1
Tony Stewart	1.3	18-Jun-2013	correction to publishing procedure; remove 5.1.1
Tony Stewart	1.4	30-Jun-2013	add match quick reference to 7.3, modify concepts in 1.1, add use of accented letters to 3.10 and section 6

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1 INTRODUCTION

FIH has taken the bold step to commission a new, custom-built application to manage tournaments. In this first phase the Tournament Management System (TMS) replaces the spreadsheets in managing players, teams, officials, matches and basic reporting, adding some features and performing the time-consuming compilation of statistics automatically.

This User Guide is written as far as possible in workflow sequence. Please note that this guide was written while TMS was being built, so the screens may not appear exactly as in the illustrations below. Red ovals direct you to the appropriate part of the screen.

Google **Chrome** is the browser of choice and was used for the screenshots below; Mozilla **Firefox** is also supported; internet explorer is not currently supported (nor recommended.)

1.1 TMS Concepts

TMS is web-based and browser-enabled, and requires you to login to use it, but otherwise the TO and Judge duties will change little. An internet connection at the Table is required, and if it is lost you need to ensure the manual procedures are in place (see 7.1) until it is restored.

TMS is a single system worldwide, designed to contain all current and future tournaments. All people involved in a tournament need to have a person record in TMS. Initially most people had to be added, but now we have completed a few tournaments the number needing to be added for each tournament will fall, saving considerable time.

As a TMS user, you have a user-ID (an email address) as well as a person record, and your user-ID will be assigned to the appropriate tournament, in the appropriate role; TD, TO or Judge. These different roles have the same capabilities now, although this will change later.

1.1.1. Identifying People

Now we have TMS, it is vitally important to ensure people exist in the system only once. You want to be 100% certain an individual is not already in TMS before creating a **Person** record for them: a little extra care now will prevent duplicate and corrupt data later. To assist in keeping data accurate, TMS has separate fields to contain a person's name as in their passport (**Surname** and **Given Names,**) and what appears on tournament documents (**Display Name**).

1.1.2. People and Tournaments

Because a person's name can change over time, names are copied to each tournament where they are involved, so each Tournament's data remains accurate. So if a name change is made in the **People** section, to reflect those changes in a tournament, they need to be re-added.

1.1.3. Publishing for Press and Media

TMS provides automated triggers to indicate when certain tournament documents are made public, saving considerable time in media liaison. For these to work you need to **Publish** when Match Colours, Appointments, Lineups and the Match Report are each available. The appropriate sections show you how to do this.

1.2 User Interface Concepts

In common with many applications today, column and pane widths can be changed by clicking and dragging, and grids sorted by clicking in the column header. The **Competition Options** pane on the left can be hidden, as can the **Status** pane at the bottom. Keyboard shortcuts are provided to increase efficiency, especially for recording action during a match.

1.3 Logging In

Go to **tms.fih.ch** (note no www)

...where you are prompted to enter your email address and password:

...and hit the *Sign in* button (or <enter>)

Initially you are in the *Competitions* tab and all current tournaments where you are appointed should appear. Your *UserID* (email) is displayed top right:

1.4 Changing Your Password

From any screen click the small carat beside your *UserID* to give you the two options:

Enter your current password and choose a new one; at least eight characters long, and *Submit*:

2 CREATE AND SCHEDULE A TOURNAMENT

The tournaments, teams, pools and schedules have already been created for all four World League Semi-Finals and the Women's Junior World Cup.

These sections will be completed later.

2.1 Create a Tournament

2.2 Pools and Teams

2.3 Match Schedule

**Note: entries made here publish instantly to the FIH website.**

2.4 Assign Playoff Teams

Note: changes made here publish instantly to the FIH website.

When playoff positions are known, you can enter team names, but because the match order can change, enter 00:00 as the time until the times are known. First go to *Setup* and select the *Matches* tab, then highlight the match and hit *Edit*:
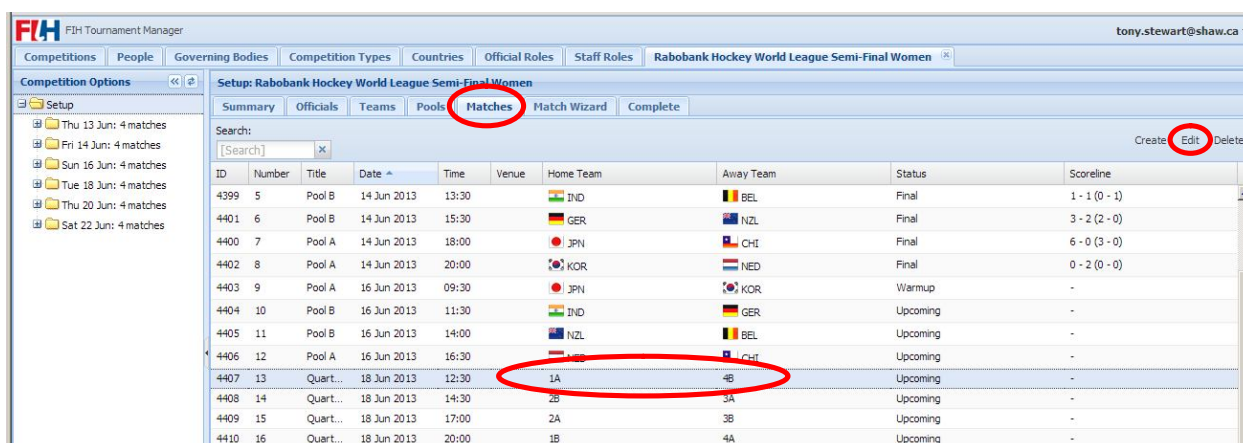
From the pop-up window, choose the teams from the drop-downs, and optionally change the time and/or date, but **do not change the match number**. For example:
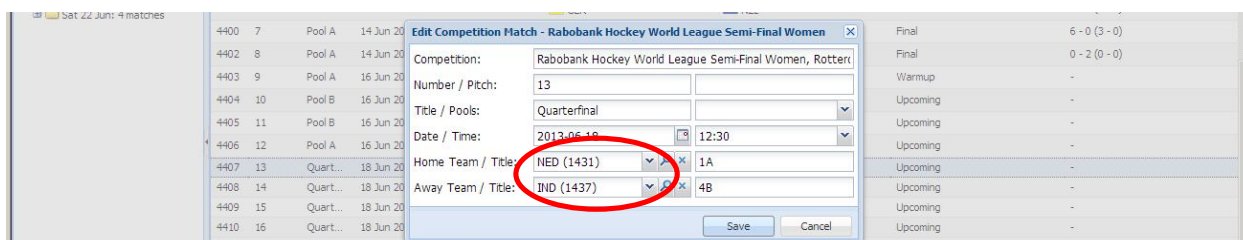
Save changes the entry, and then you can initialise the match as in 5.1 below.

2.5 Change Schedule

Edit a match as above, and change the time and/or date. If you are exchanging two matches you need to edit both of them.
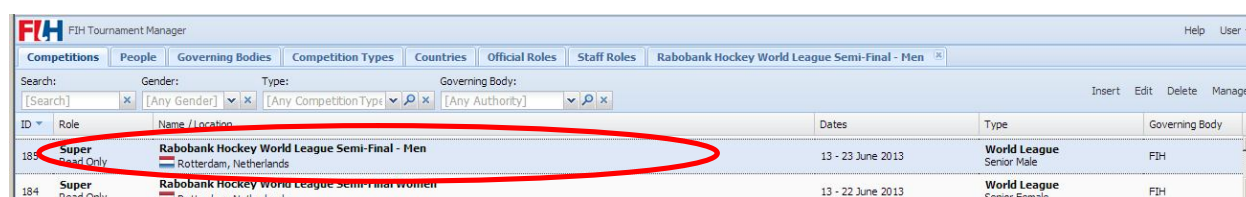
3 TOURNAMENT SETUP

When the tournament has been created, complete with location and dates, the competing countries in their respective pools, and the match schedule, we can assign all the participants to their respective roles for the event.

3.1 Prepare to Assign Participants

It takes a few clicks to reach the place to do this. If you're not already at the *Competitions* tab select it:
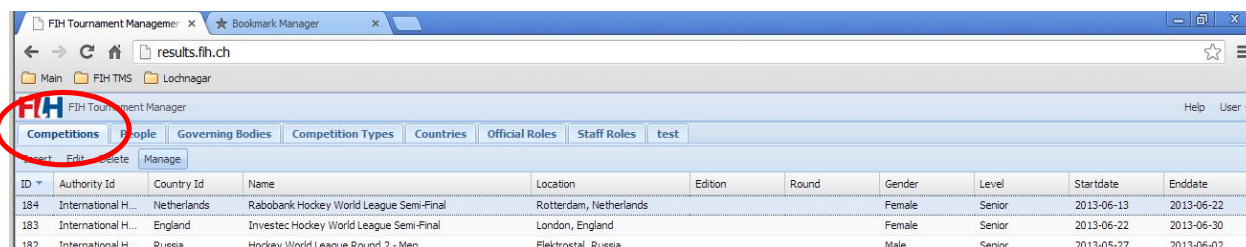
You only see current tournaments to which you have been assigned. Highlight the tournament row, in this case *Rabobank Hockey World League Semi-Final - Men*:

Then click the *Manage* button:

...which creates a tab for the tournament and opens it with the tree structure on the left:

Click on the *Setup* folder icon to get the *Setup* row of sub-tabs:

Now we can get to work. *Officials* and *Teams* need to be completed before we can start on Appointments. (Remember *Pools* and *Matches* must already be done.)

3.2 Assign Officials

In an attempt to simplify assigning all the people to a tournament, TMS uses filters to limit the search list to a manageable size. While this is effective the vast majority of the time, occasionally you will need to modify or remove the filters to find the people you need. We will explain that later, and we start with the common usage.

Click on the **Officials** tab:
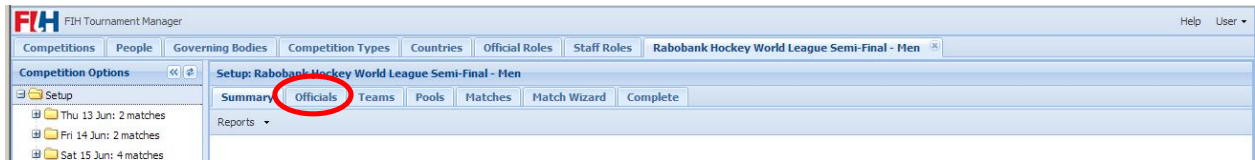
...which first time in should be empty. Then hit **Create**:
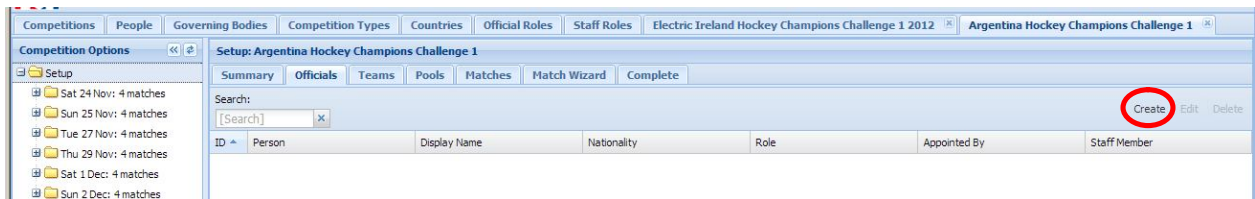
...to pop up the **Create Competition Official** window:

The cursor is in the **Person** field, which shows you the drop-down is already filtered for Gender: **Male** and Role: **Official**.

To assign the FIH Representative Marc Coudron, typing a 'c' in the **Person** field gives you a drop-down of male officials whose Surname begins with the letter 'c' (only two when this screenshot was taken) :
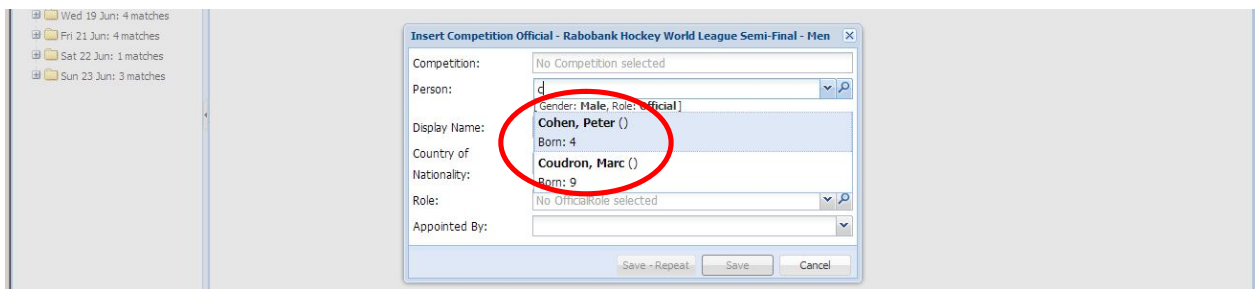
Select Marc by using the down arrow key (<dn-arr>), then either <tab> or <enter>, or click on his name. TMS populates the Display Name and Nationality fields from his **Person** record:

You can change the *Display Name* here, which will only affect this tournament. (To change it for all current and future tournaments change Display Name in the *Person* record. Display Name cannot be changed in tournaments already completed.)

Click or <tab> to the *Role* field, select **FIH Representative** ('f', <dn-arr>, <tab>; or use the mouse.)

Click or <tab> to the *Appointed By* field, select **FIH**. You can type in this field if what you need is not there.

Staff Member is only used when the individual's country needs to appear as "**FIH**" on reports.

Now you have all the information you need. Hit the *Save - Repeat* button to assign Marc and be ready for the next official. (Or just *Save* when you reach the last person)

TMS inserts Marc in the background, and informs you so at the bottom of the pop-up box, which is cleared, ready for the next official:

3.3 Selecting an Official of the Opposite Gender

Occasionally a single TD is appointed to concurrent tournaments at the same venue, as Sheila Brown is TD for both World League Semi-Finals in Rotterdam. To be able to select her as TD for the Men's tournament, you need to use the magnifying glass to modify the filter parameters:

Then **X** the *Gender* filter to remove it:
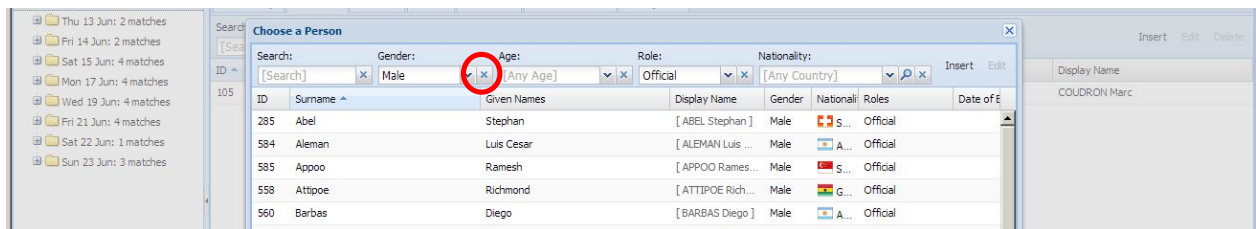
...which shows you all officials:
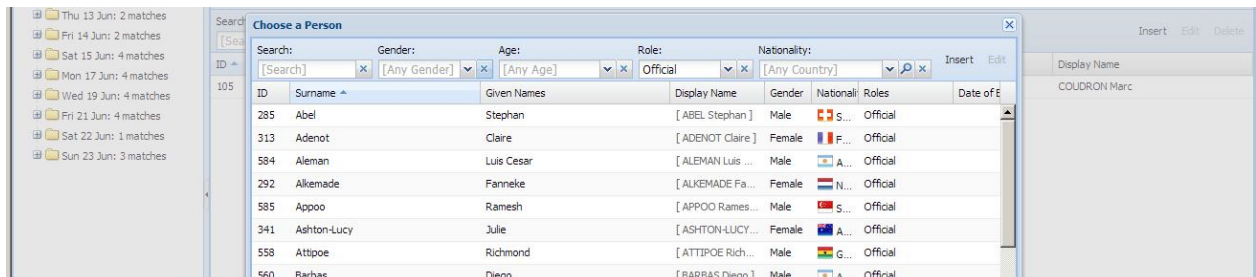
You can further filter to reduce the number of results returned, by entering '**b**' in the *Search* field. Then select Sheila by double-clicking, or highlighting her row and hitting the *Select* button:
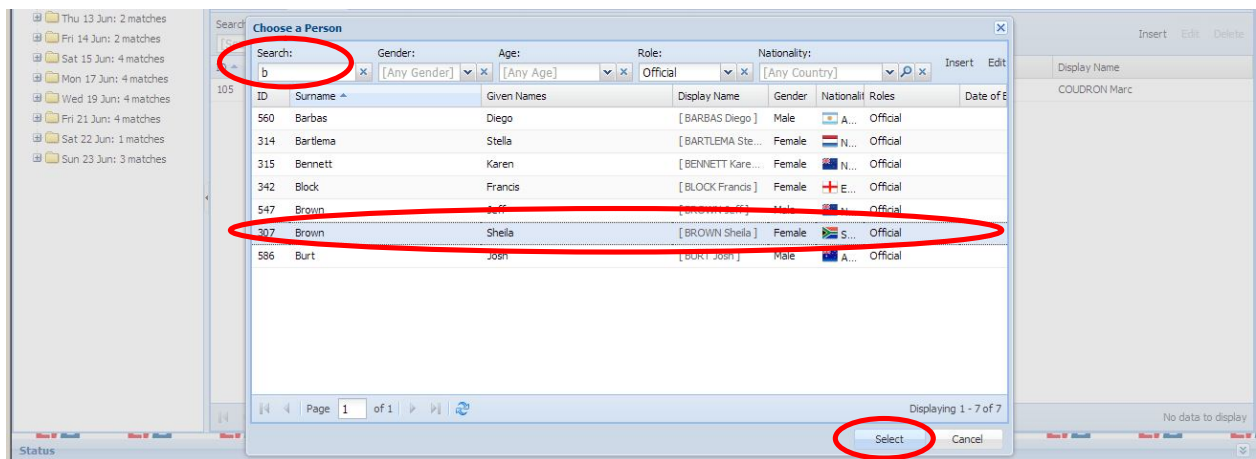

3.4 If the Person Cannot be Found

Now we have a single application worldwide, it is very important not to create duplicate people records. Therefore before creating a person record you need to ensure the person you need is not in TMS incorrectly. To do this you need to remove all filters, in this case *Gender* and *Role*:
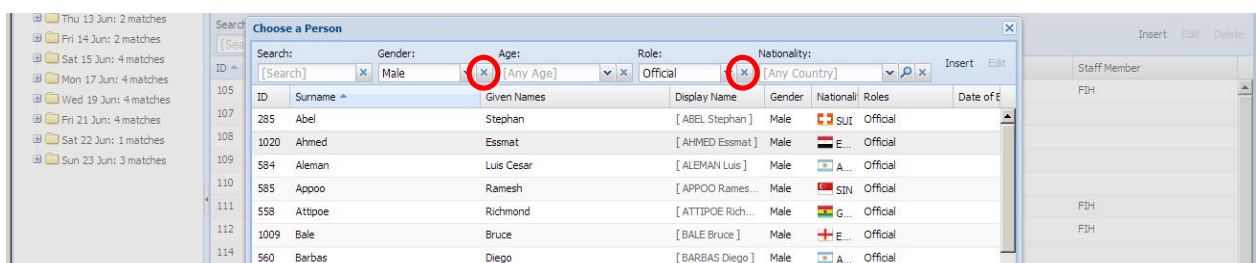
...and then search, e.g. for Adrian Della Mattia. Try part of his correct first *Surname* "**del**"
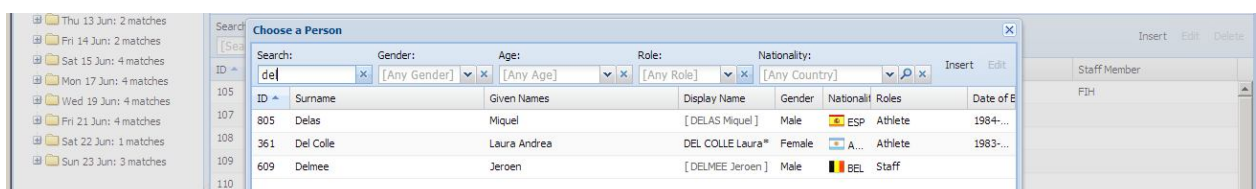
No luck. Now try "**mat**"
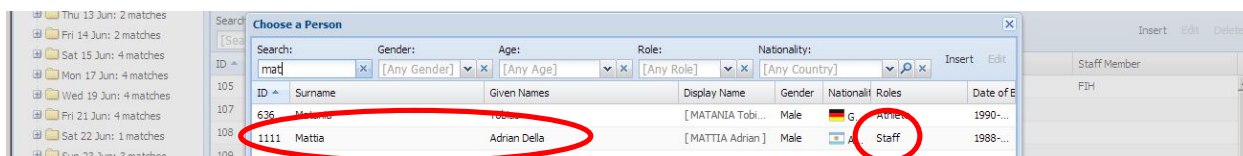
Bingo. His name has been entered incorrectly, and he is marked as Staff, not Official. Highlight the row and click *Edit* to correct:
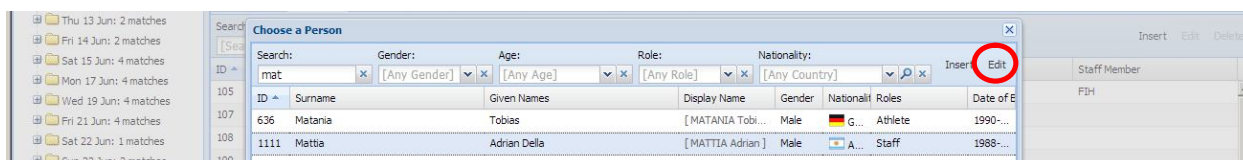
Here is the corrected record:

Now you've corrected the record, your current search won't find it, so change the search, and double-click (or *Select*) Adrian:
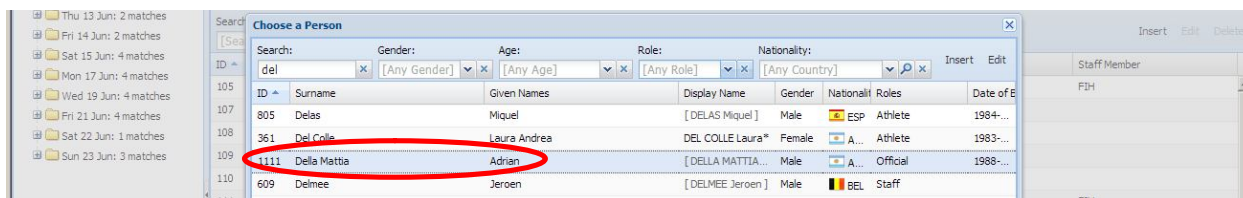
giving:

which you can now complete as for other officials.

 This same concept of turning off all filters and searching also works for athletes and team staff.

3.5 Enter Team Colours

In the **Teams** tab, ignore the lower part for now, select a country and the upper **Edit**:
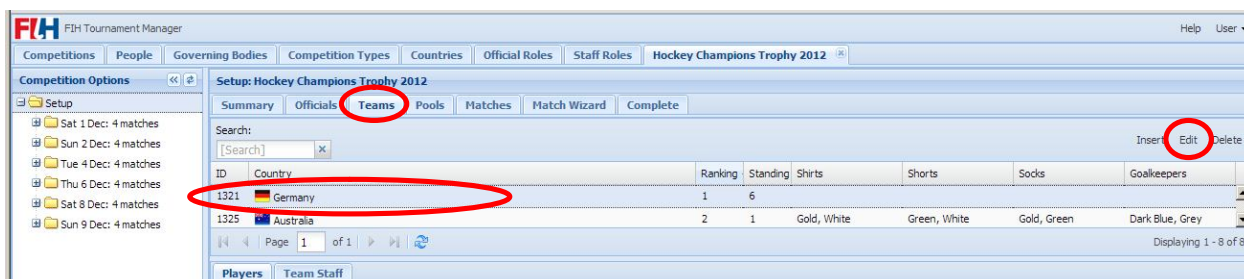
Now you should see the following pop-up:
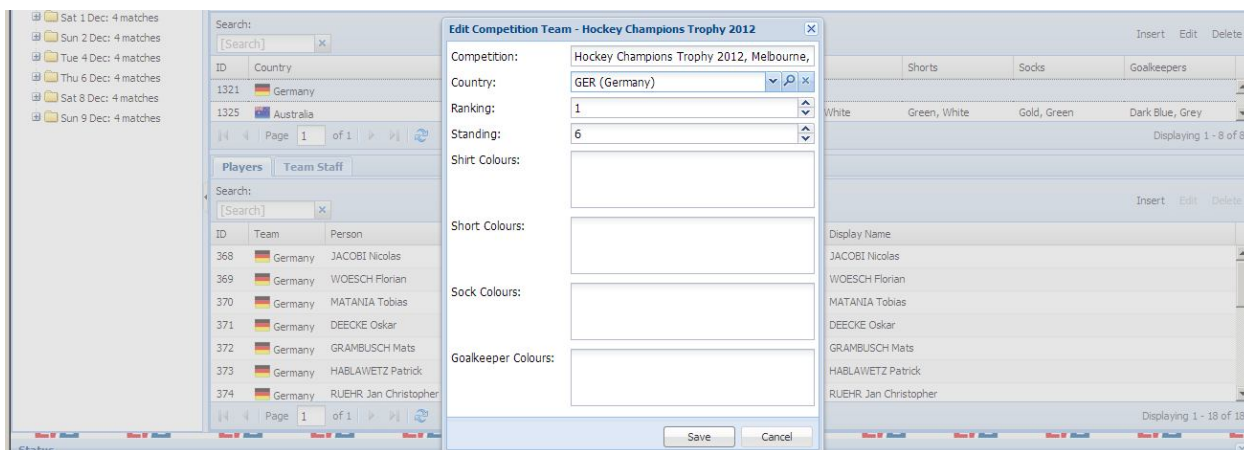
The competition (Champions Trophy 2012), the country selected (Germany) and **Ranking** appear; **Standing** is complete (as the event is over!) and here you enter **Colours** from the Team Entry sheet:
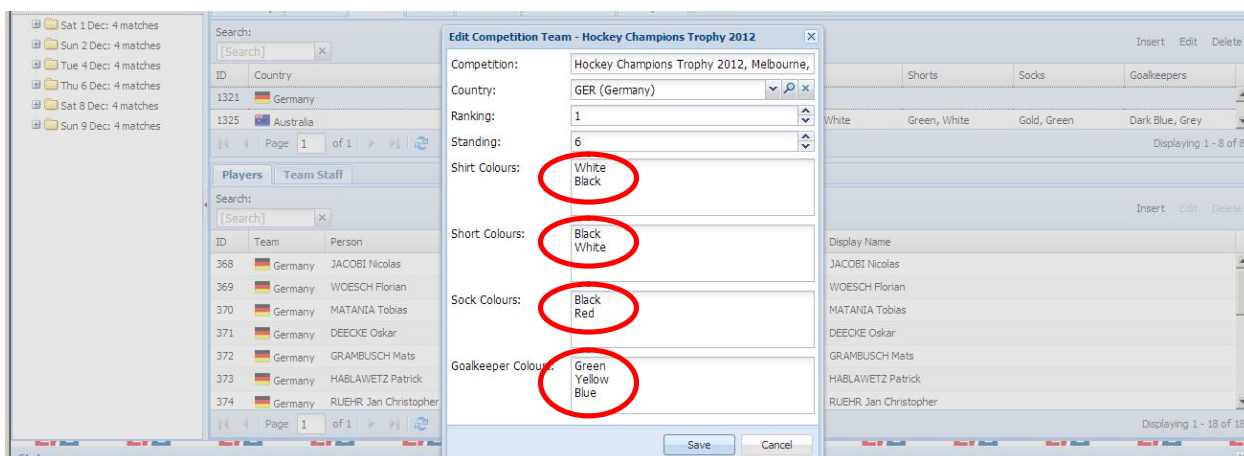
Note you enter primary colour on the first line in each box, hit <enter>, then add alternate on the second line. TMS will offer the correct colour choices when entering appointments. This method allows for a third colour, in this case the GK shirt.

3.6 Enter Team Athletes

In the ***Women's Junior World Cup*** tournament selecting the ***Teams*** tab. In the upper portion of the screen highlight **Belgium**, and in the lower portion click on ***Create...***

...to get:

The title tells you it's adding a player for Belgium; below the person drop-down is the filter criteria: Belgian, female, junior athletes (<dn-arr> shows the list.) Select one (note date of birth appears here) type her number, indicate if she is Captain or GK, and hit ***Save-Repeat***:

Like with the officials, the player is inserted in the background and the pop-up is cleared for the next athlete:

Age-restricted tournaments filter for the appropriate age, and there is an age filter for senior athletes of <40. If a player is older than 40 (e.g. Kato of JPN) you will have to remove the filter to be able to select them.

3.7 Enter Team Staff

This process is similar to selecting officials; select a country, choose the **Team Staff** tab, and hit **Create**. The difference here is there is no Gender filter by default:
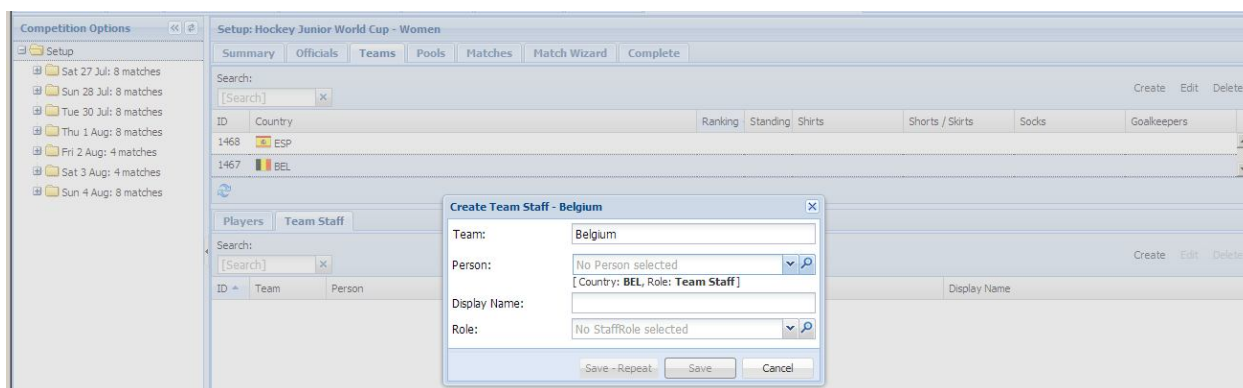
Select a **Person**, give them a **Role** and hit the **Save-Repeat** button:

## 3.8 Selecting a Staff Member of another Nationality

For teams, TMS filters its list of Team Staff people to both genders of that nationality, to limit the number of people available for selection. However, several teams have foreign coaches, e.g. US Women's coaches were Australian at the time on the 2012 Champions Challenge. To be able to select them, you need to change the filtering criteria by clicking the magnifying glass:

which brings up the filter criteria:
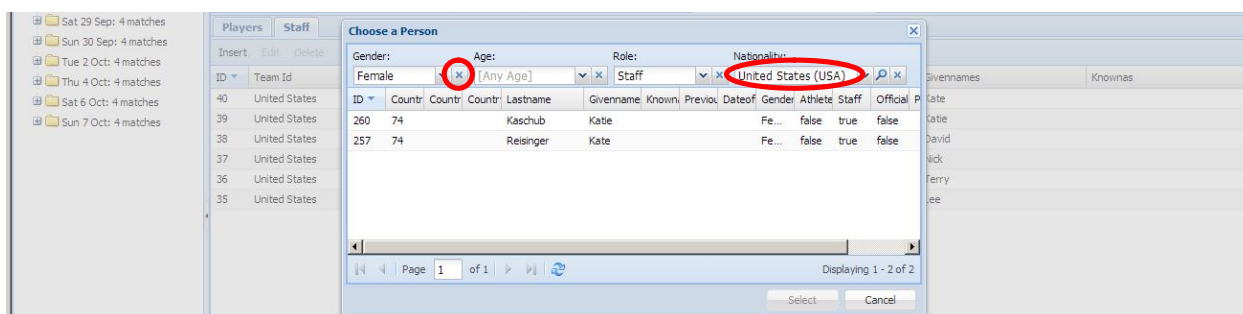
As this is staff for a women's team, only the two women who are USA nationals are shown by default. Click on the **X** at the end of the **Gender** filter to remove it. And in the **Nationality** filter type 'AUS' on top of United States, and select **Australia** to give all Australian nationals who are team staff of any country:
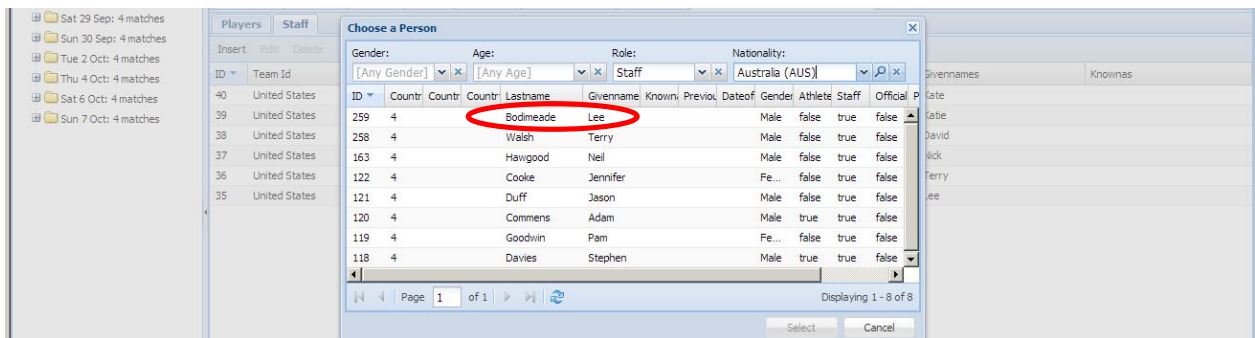
Now you can highlight the Lee Bodimeade row and hit **Select** which returns you to the previous pop-up to complete his team staff role as described above.

If you still can't find the person you want you can…

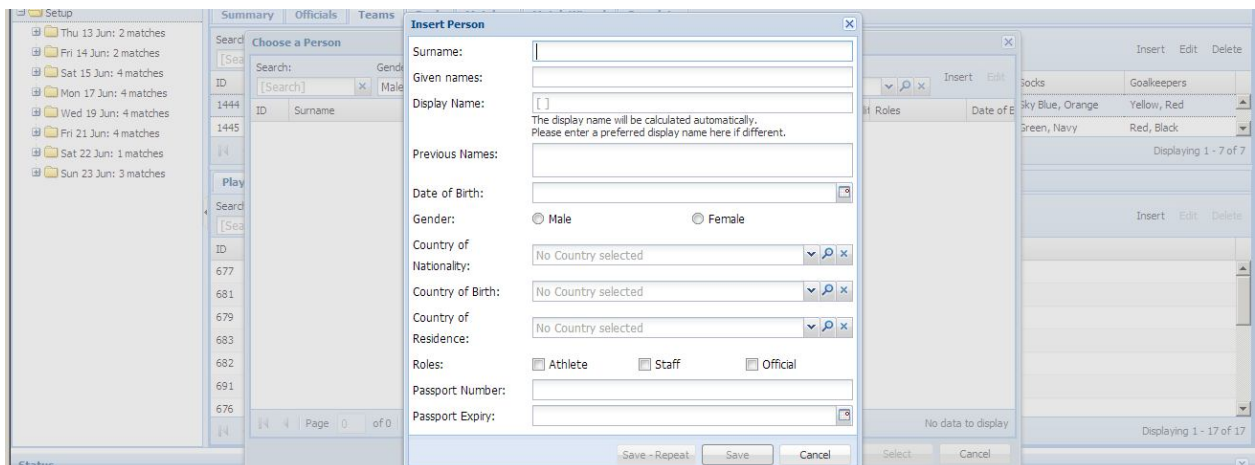## 3.9 Add Person Records from Team Selection

For example, France were late qualifiers for the World League Semi-Final, so searching for those athletes and staff is not likely to be successful:
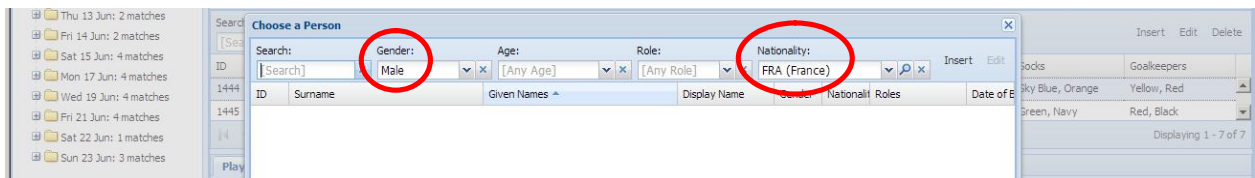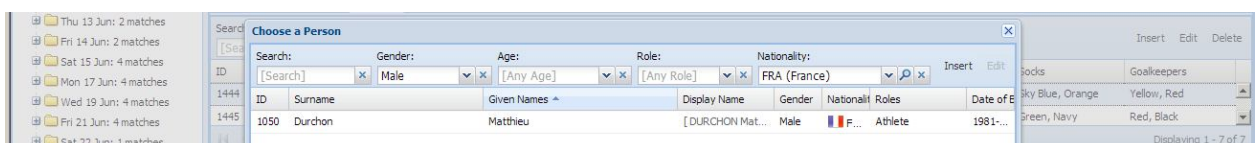

From here you can **Insert** a person record via the link…

…which takes you to the **Insert Person** window:

Add the person here, and they will be available for selection when you return to the **Choose a Person** window:

To be more efficient, you can insert person records for all the athletes and staff before selecting any of them to the team.

3.10   Changing a Person's Name

To change a person's name (athlete, team staff or official) for the current tournament and for all future tournaments, e.g. because it is misspelt or is missing accents, follow these steps:

➢ Setup / officials or teams — section 3.2 or 3.6

➢ Select the person and *Edit*

➢ DO NOT edit the name here, as it will only change the current tournament. Click the magnifying glass to search the *Person* table

➢ now highlight the person, and *Edit* — for accented letters, e.g. ñ or é, create the accented letters in a program such as Word, then copy and paste into TMS; TMS will retain the accents

➢ *Save* (the *Person* record)

➢ highlight the person again (you may need to change the search first)

➢ *Select*

➢ verify that the name has been changed; re-select if not

➢ *Save* for the tournament

4 APPOINTMENTS

When you're ready to begin appointments, click on the day you want and the matches for that day appear.

Select the match you want and hit **Edit** (or double-click the match) to pop up this:

Use the drop-downs to select the team colours and officials assigned to the match. You can <tab> and use the arrow keys too. The check-boxes Publish documents to the media. The completed form is:

And **Save** !

When you have completed all the matches for a day it will look like this:

And to print it, and the lineup sheets, look under the **Reports** menu as shown above.

If you have Suspended players, mark them **'S'** as in section 5.1 below before creating the lineups report, and then they will appear all red in the **Lineups** (and Match Sheet.)

4.1 Initialise Matches

For the pre-day printing of backup match sheets to include the players, the matches need to be initialised. Open the day's folder and highlight the match you need. This opens the **Manage Match** screen in the **Lineups** sub-tab. Hit the **Initialize Match** button, and repeat for all matches for the day. (This will be simplified in a future version of TMS.)

# 5 MATCH ACTIVITIES

Open the day's folder and highlight the match you need to open the *Manage Match* screen in the *Lineups* sub-tab. If the team panes are blank hit the *Initialize Match* button near the top left of the pane. This loads the players and staff for both teams. Should a late change be necessary, one of the 4 *Initialize* buttons (not icons) to refresh only that section.

See the quick reference guide in the appendices for brief instructions.

5.1 Pre-Match

To indicate starting players, place the cursor in the *Minute* column by the first AUS player:
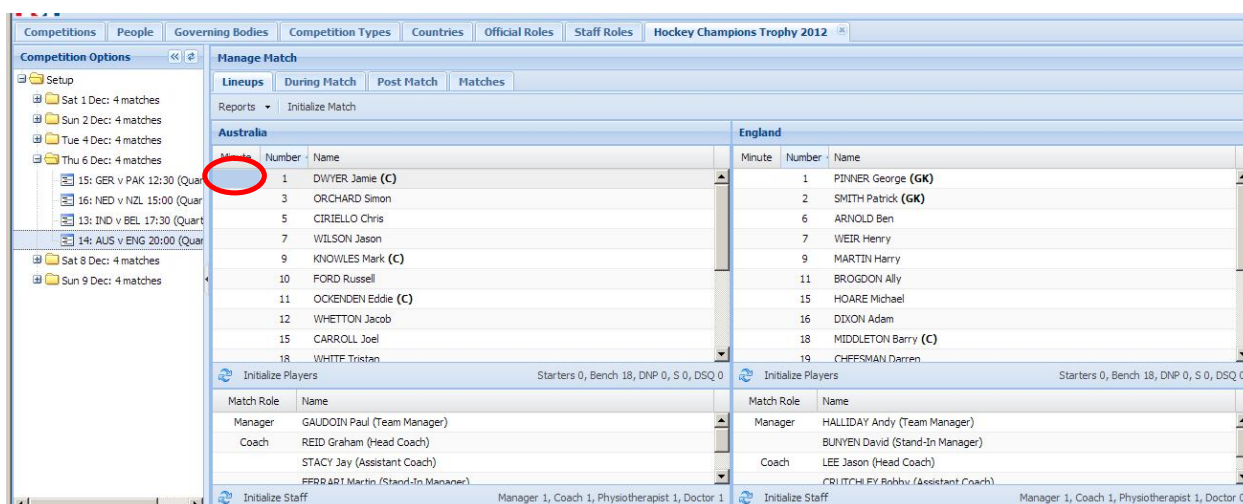
Use the <spacebar> to toggle through all the available options for players, blank (null) for starting on the bench, "**X**" for starting, plus "**DNP**", "**S**" and "**DSQ**" and back to blank again. Then use <dn-arr> to go to the next player, and repeat until all 11 starters are selected. The information bar at the bottom of the pane indicates how many have been selected as you go:
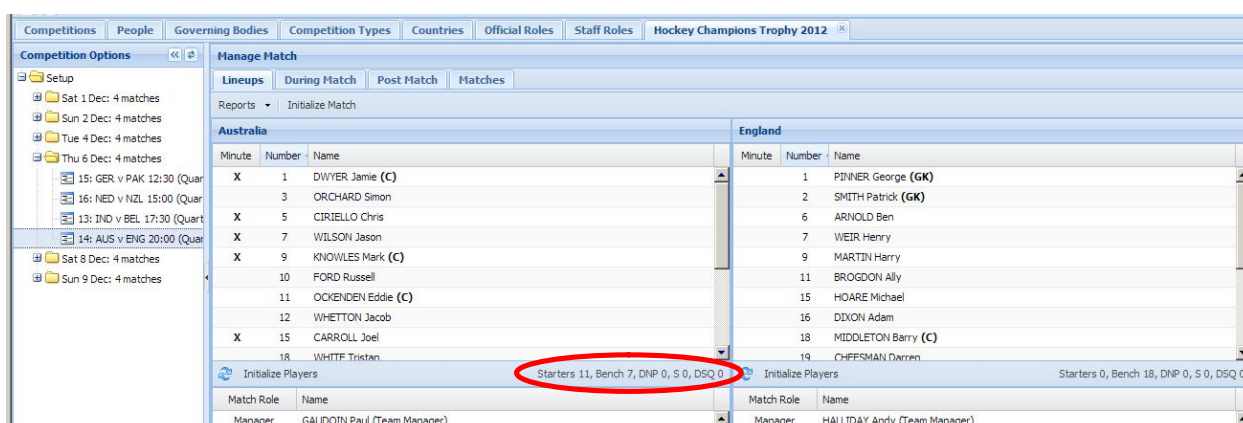
You will notice AUS has 3 captains. Jamie Dwyer was captain for this match, so the others are removed by highlighting their names and hitting *'c'*. GK can be changed by toggling *'g'*.

Bench Team Staff are selected in a similar way. The roles default as on the Team Entry, but can be changed by toggling <space> through **Manager**, **Coach**, **Physiotherapist** and **Doctor**. Again, the info bar at the bottom of the pane shows which roles have been selected.


Repeat these tasks for the second team, and move to the *During Match* tab. Set the *Status* from **Upcoming** to **Warmup**. This triggers the process to inform the media of the starting lineups, so it's important to do this now rather than just before the match.

5.2 During Match

Note the starters are copied here, and are highlighted; the Status is **Warmup**, there is no score, the clock is at 35:00 and the Minute number beside it is zero.
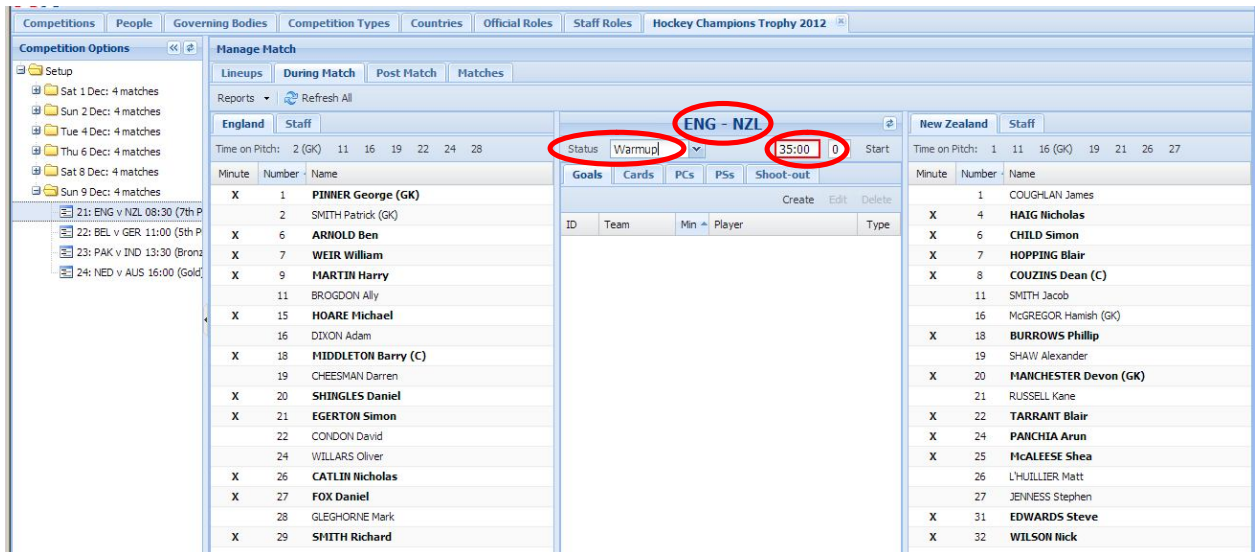
The clock is not linked to the match clock and is therefore unofficial, but does count down accurately, and defaults the minute for recording action during the match.

Hitting *Start* (or <space> if cursor focus is in either team pane) will:

➢ beep
➢ begin the countdown and set the minute number to 1
➢ change the clock border from **red** to **green**
➢ change the status to **First Half**.

Hitting *Stop* (or <space> if cursor focus is in either team pane) will:

➢ beep at a lower tone
➢ stop the countdown and the minute number
➢ change the clock border from **green** to **red**

When the countdown reaches 0:00 the clock:

➢ beeps at the lower tone
➢ resets to 35:00 (minute remains at 35)
➢ clock border changes from **green** to **red**
➢ changes status to **Half Time**

Starting the clock again:

➢ beeps at the higher tone
➢ changes the status to **Second Half**
➢ shows the half-time score in brackets
➢ starts the countdown and sets the minute to 36
➢ turns the clock border from **red** to **green**

When the countdown reaches 0:00 again the clock stops, beeps, border turns red, and the status is set to **Full Time**.

If the time requires changing, the correct time remaining can be typed in when the clock is stopped, or you can use <dn-arr> and <up-arr> to change seconds, and <pg-dn> and <pg-up> to change minutes.

5.2.1. Time on Pitch

The non-starters' numbers are shown in the **Time on Pitch** bar:

When one enters the pitch simply click on their number in the bar:

…and they are marked as having entered the pitch in the current minute and that number in the bar is now greyed out:

If the time on pitch needs to be changed, highlight the player's name and hit **'t'** or <enter> to pop up:

Type the correct **Time on Pitch** and **Save**. If the player was wrongly marked as on the pitch, set the minute to -1 to reset the number in the **Time on Pitch** bar. (It will still appear as -1 in the pane unless you hit the refresh icon at the bottom of the pane, but will be set correctly when the player does enter the pitch.)

5.2.2. Entering Goals

The simple way to enter a goal is to highlight the player's name and hit **'g'**, to show the **Goal** pop-up, already populated with the **Minute**, **Team** and **Player**:

Choose the **Type** and **Save**. Use the '+' check box for 35+ and 70+ goals.

For **Own Goals,** select the **Goal** tab in the centre panel and hit **Create**. Then select the **Team**, <tab> past Player and select **Own Goal** for **Type**. You can create other types of goal this way as well.

5.2.3. Recording Cards

Like the goal, there are two ways to bring up the *Card* pop-up:

➢ highlight the player's name and hit *'c'*; this method populates the team and player

➢ In the centre panel, select the *Card* tab and hit *Create*

The *Minute* is calculated from the clock time; you can type over it if needed.

Select the *Team* and *Player* as above, the appropriate colour in *Type*, and optionally the *Duration*, *Narrative* and *Umpire* who awarded it (which is copied to the Card Form if Y or R)

It can be effective at the end of the game, when the Match Sheet has been printed, to ask the umpire the reason, and edit the Y or R card to insert the reason in the Narrative field before printing the Card Report.

5.2.4. Penalty Corners

Now Table staff can record corners. From either team panel hit *'p'* or select the *PCs* tab in the centre panel and click *Create*. Overtype the *Minute* if necessary, select the *Team*, and choose one of the *Result* options:

5.2.5. Penalty Strokes

Like a PC, strokes can be recorded. The *Minute* defaults, select the *Attacking Team* (which automatically determines the Defending Team) and *Player*, and the *Defending Player*. Click or <space> *Result* if a goal is scored.

5.3 Shoot-Outs

If a Shoot-Out is necessary, change the Status to Shoot-Out. If you have not printed the Shoot-Out forms do that now by hitting the Shoot-Out Forms button to create the pdfs in a new tab, and Print them. Give the Managers the appropriate one to complete and sign.

For the current version of TMS, the participants will need to be hand-written into the Shoot-Out form, (the 3rd page printed) and the TO records the result of each one. However, TMS will generate the completed Shoot-Out for signatures as a second page of the Match Sheet report.

A Judge records each Shoot-Out as follows. In the *Shoot-Out* tab *Create* a Shoot-Out:

...which pops up:

As each player prepares to take their Shoot-Out, select the attacking team (which automatically populates the defending team.) Then select both players. When the Shoot-Out is over, click *Result* for a goal, otherwise leave it empty, and hit *Save-Repeat* for the next one. As you enter each, the **(0-0 SO)** score is updated at the top of that panel. When finished it should look like this:

If the Shoot-Out is decided before all participants have taken a shot, enter the remaining shooters with no GK selected and no goal, so they appear on the Form.

At the end of the Shoot-Out, print the *Match Report* for signatures; it will have the Shoot-Out on a second page.

5.4 Post-Match

Ensure the *Status* is **Final**, then print Match Sheet and Card Sheet from *Reports* drop-down. (If there is no score shown on the PDF, it is likely *Status* has not been set to **Final**.) These appear as PDFs in separate tabs in your browser, which you can then print.

You can keep a printable Match Sheet ready at all times by creating a Match Sheet PDF and regularly refreshing it by moving to that tab in your browser and hitting <F5>.

Once the Match Sheet has been signed, hit the *Official* button, which will publish the Match Sheet to the media.
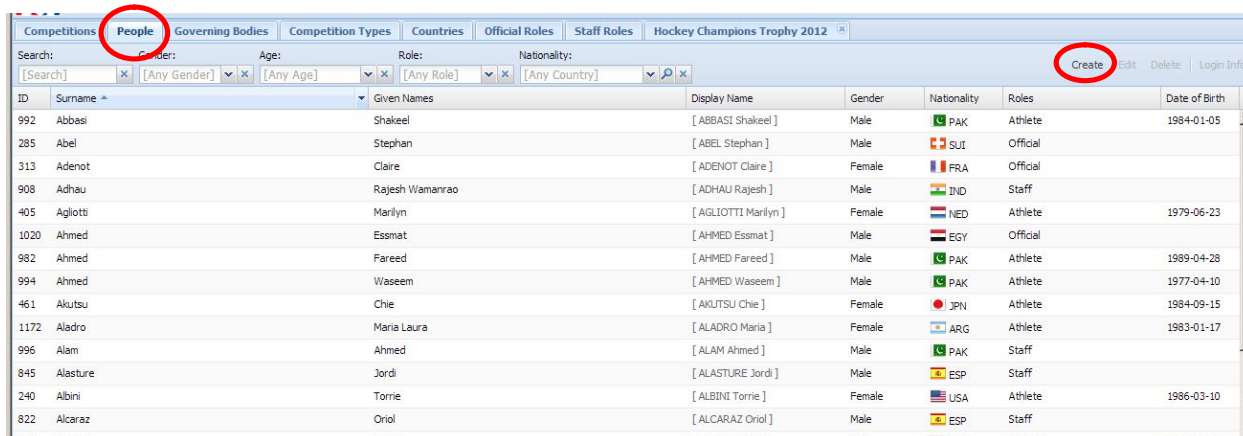

5.5 End-of-Day

The Pool, Goal Scorers and Y/R Card tables are updated automatically once the match *Status* is set to **Final**.

You create the daily statistics under the *Setup* level *Summary* tab as *Reports – Pool Standings*, *Goal Scorers* and *Card Listing*. Or you can use *Complete Set*, which has all three plus includes the as yet incomplete PC and PS numbers.
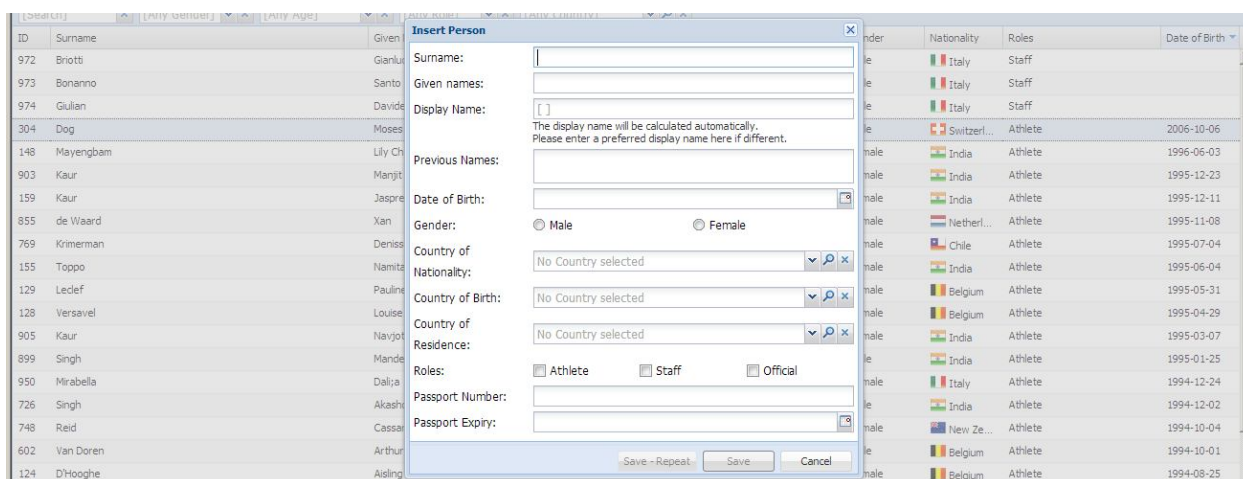
6 ADDING PEOPLE

You can also insert person records while not associated with any tournament, directly under the **People** tab.

Like elsewhere in TMS, you need to **Create**.

Surname is mandatory. Only capitalise first letters – TMS will capitalise as necessary for Appointment and Match sheets.

Given Names is a mandatory field, you can enter one or more.

Display Name is calculated as you enter the Surname and Given Names. Only override it if what is calculated is not what you want.

Previous Names is an optional field.

For all name fields, accented letters, e.g. ñ or ê, create them in a program like Word, then copy and paste into TMS.

Date of Birth is mandatory for athletes, and encouraged for umpires, otherwise optional.

Country of Nationality is mandatory. TMS filters as you type the first few letters of the country's three-letter abbreviation.

Country of Birth and **Country of Residence** are optional.

One **Role** is mandatory; tick as many as appropriate.

Passport Number and **Passport Expiry** are optional now – intended for athletes.

And hit **Save** (or **Save - Repeat** if you have more to add.)

7 APPENDICIES

7.1 Paper Backup Procedures

In case of internet loss, here are the steps to follow to ensure you have the appropriate paper copies available to proceed with the tournament until the internet is restored.

Once team members are confirmed by the manager at the Managers' Meeting, print:
➢ blank *Appointment Sheets* for all days
➢ *Lineup* sheets (colours will be blank) for all pool matches
➢ *Match Sheets* and *Card Forms* for all pool matches

As soon as Colours are assigned, print:
➢ *Lineup* sheets

After Appointments are complete for a day, print:
➢ *Appointment Sheet*
➢ re-print *Match Sheets*

When a playoff match is known, print:
➢ *Lineup* sheets, *Match Sheets* and *Card Forms*
➢ *Shoot-Out Lineup* sheets and *Shoot-Out Forms*

7.2 Troubleshooting

If you login and nothing at all happens, it could be because you are using internet explorer — TMS only supports Chrome and Firefox browsers.

Web applications can be complex and tricky to make work in different browsers. Your first action if something unexpected occurs should be to hit <F5> to perform a soft reset.

Error pop-ups like "We are unable to save this match" are usually an indication of internet problems. If they persist, you may have lost internet entirely. An <F5> will attempt a reset, may cure the problem, or may prove loss of connectivity.

If there has been an update of the TMS version, you will need to do a <CTRL><F5> (i.e. hit both keys simultaneously) hard reset to guarantee you are using the updated version.

Remember: **<F5> is your friend**

7.3 Match Quick Reference
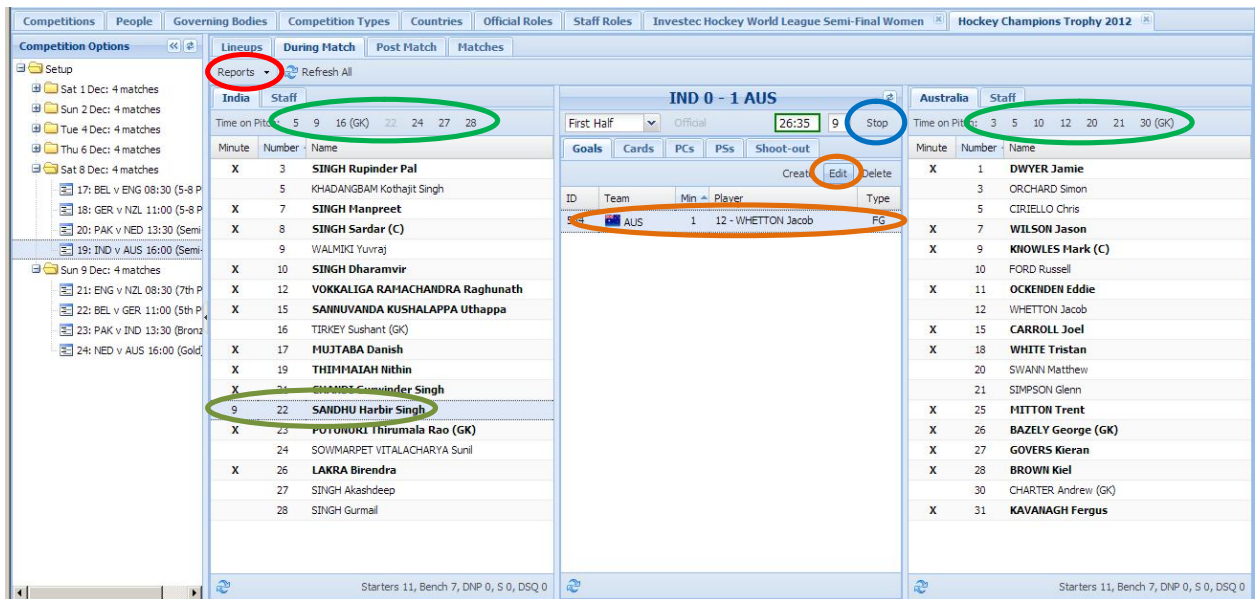
In **During Match**, perform the key functions as follows:

➢ **Match Report**:   create the report PDF after status is **Warmup**; update often with <F5>

➢ **Time on Pitch**:   click on player number to insert at current minute

➢ **Goal**:   click player name; hit **'g'**; select Type; Save

➢ **Card**:   click player name; hit **'c'**; select Type; type Duration if Y; select umpire; Save

➢ **Clock**:   click Start/Stop button; clock border **green** when running, **red** when stopped

Any entry can be changed or corrected:

➢ **Goal**:   click on goal to highlight; hit edit; any field can be changed, even country

➢ **Card**:   click on card to highlight; hit edit; any field can be changed

➢ **Time on Pitch:**   click player; hit 't'; type new time (-1 sets to still on bench)

Goals and Cards can also be deleted by selecting as above and hitting **Delete**.

If you're not sure of the scorer, you can select any player, hit **'g'** to select the correct minute, and wait for the scorer to be confirmed (and changing if necessary) before clicking **Save**.

To change the time on the clock, put the cursor in the clock to highlight the numbers. <dn-arr> or <up-arr> changes seconds, <pg-dn> or <pg-up> changes minutes.